

FINELINE

A Division of Finance monthly communication service

April 2003

Fine-Tuning Continues on New Payroll System

We have successfully implemented our new Payroll System and continue to fine-tune some aspects of the system. Although there are always a few problems when a new system goes into production, employees were paid correctly on March 14, the first payday processed in the new system.

Pay Stubs Are Correct Today

Today state employees will receive the second deposit advice/check produced by the new system. The few presentation problems that printed on the March 14 pay stubs have been corrected to reflect the information stored in the Payroll System. Items that did not print correctly on the March 14 deposit advices/checks are correct on today's pay stubs. This includes items such as leave balances, state-paid benefits, additional state or federal withholding, and employees' middle name or initial. Please note that this information was always correct in the Payroll System but did not translate correctly to the printed version (deposit advice/check). If you find any additional problems with your paycheck or deposit advice, contact your agency payroll administrator.



Now that the system is up and running, we are running time evaluation at noon on Wednesday, Thursday, and Friday of payroll entry week in addition to the nightly run. These extra runs will allow agencies to check their data entry more frequently and to make corrections sooner.

Use Publications for Help

The payroll publications on our Web site are the best source of information on how to use the new system. You can access them at www.finance.utah.gov/payroll/newssystem.htm. The **Frequently Asked Questions (FAQ)** provide answers to the questions most often asked of the Payroll Help Desk; **Payroll Codes** includes lists such as *Absence/Attendance Types*, *Employee Groups*, and *Wage Types*; the **User Manual** provides detailed step-by-step instructions on how to perform a function or get a report; and **Other Documents** provide such job aids as *Things to Remember When Entering Time*, *Termination Guidelines*, and *HRE Interface Issues*. We continue to update documents on the Web site and to add new documents to assist those who use the new Payroll System.

We suggest that you check the documentation on the Web site before calling us for help. However, if you still need assistance after checking the documentation, call our Help Desk at 801-538-3127 from 8:00 a.m. to 5:00 p.m. workdays.

Thanks Again!

Our sincere thanks goes to all those in the agencies who have done so much to help us implement the new system. Your continued effort and attention to detail are essential to paying our employees correctly. ❖



As state agencies work to provide citizens access to government services over the Internet, we must consider the issue of how to fund the associated electronic payment costs. Some agencies have charged citizens a convenience fee on electronic payments to help cover these costs, while other agencies have covered the costs from appropriated budgets. However, charging convenience fees on payments made over the Internet discourages citizens from using electronic payment methods.

Senate Bill 175

To address this issue, during the 2003 General Session the Legislature passed Senate Bill 175 to help eliminate the convenience fee barrier to electronic commerce. This bill allows state agencies to increase fees equal to the estimated amount of electronic payment costs and to allocate electronic payment costs to all transactions rather than just to electronic transactions. It also allows agencies to keep the electronic payment fee as a dedicated credit to offset the cost of electronic payments. The belief is that the State will achieve an overall savings as citizens are encouraged to use electronic payment methods.

This legislation will provide the ability for agencies to fund the new costs of electronic payments and to gather sufficient historical data to project electronic payment costs. The Legislative Fiscal Analyst will evaluate this process in 2006 and make recommendations to the Legislature on how to continue.

Draft Policy

We distributed a draft policy on electronic payments at the March 25 Budget and Accounting Officer's Meeting. If you would like to review the draft policy, contact Brenda Lee at brendalee@utah.gov to request a copy. Comments on the draft policy are due back to State Finance by April 11. Direct your comments to John Reidhead (jreidhead@utah.gov) or Brenda Lee.

Highlights of the draft policy include:

- ◆ State agencies will be able to distribute the cost of electronic payments and credit card discount fees to all fees, not just those paid over the Internet or by credit card.
- ◆ Electronic payment fees may be used only to cover electronic payment costs.
- ◆ If revenues from electronic payment fees are greater than electronic payment costs, the excess may be retained as nonlapsing and can be used only to offset any subsequent shortages in electronic payment fee collections or to reduce the future electronic payment fee amount.
- ◆ Agencies will record electronic payment fees as dedicated credits in revenue source code 2816, *Electronic Payment Fees*.
- ◆ Electronic payment fees are exempt from dedicated credit monitoring under UCA 63-38a-104(2).
- ◆ If the cost of processing electronic payments is excessive for large dollar items such as taxes and large regulatory fees, an agency may, with approval from the Division of Finance and the Governor's Office of Planning and Budget, use another method to recover these costs. ❖



Deadlines for FY 04 Budgets, Chart of Accounts Setup

Listed below are selected agency deadlines for the setup of fiscal 2004 budgets and the new year chart of accounts. Please send the information requested to the State Finance employee indicated. See the calendars distributed at the Budget and Accounting Officers meeting for a complete list of setup dates.

- April 8** Updated Org Table due to Gene Baird.
- April 8** SA-8S Org Security Request forms due to Rick Beckstead. Security will be updated on FINET by April 23.
- April 9** Review the Appropriation Unit (APIT) Table and notify Gene Baird of any changes or corrections.
- April 9** Completed Appropriation Budgets for FY 04 due to Gene Baird.
- April 11** Update Activity, Reporting Category, Project/Job, Federal Aid Inference (FAIT) tables in FINET. All changes should be completed by May 5. *Note: You will not be able to update these tables for new orgs until security is updated on April 23.*
- April 11** Contact Marcie Handy for any changes to FINET tables (for Fund, Agency, Revenue Source, Expenditure Object, or Balance Sheet).
- April 17** Revenue and Expense Budgets due to Gene Baird.
- April 25** Review Revenue and Expense Budgets on-line and make any needed changes on-line with RB or EB documents.



The original budget flag will be set in June. After it is set, any budget changes will show on budget tables in the *Modified Budget Amount*. State Finance will notify agencies through the FINET list server when the budget flag has been set.

If you have questions about the deadlines, contact Marcie Handy at mhandy@utah.gov or 801-537-9081. ❖

Frequently Asked Question from FINET Help Desk

Q Is there a way I can copy an IAT or just keep working in SIAT (Seller IAT Detail) without having to exit after entering each IAT? How about adding lines?

A Yes, there is a way. After you have finished entering the first IAT, blank out the IAT number in the upper right, leaving only the prefix and then do a *Modify/Add – F6* to save it. You will get a new IAT number and then you are free to make any needed changes on the new IAT.

You can do only one line at a time. Once you have saved the IAT, you can add new lines by changing the line number to the next number, making any needed coding changes, and then clicking on *Modify/Add – F6* again. You use the *Add* feature if you are entering new lines on the SIAT and the *Modify* feature if you are changing any information already added. ❖



FINET Schedule

April 4 FINET open; March monthend



Payroll Training

We are not offering Payroll classroom training during April. Computer-based training on the [Payroll System](#) is available on our Web site.

For help using the Payroll System, call the Payroll Help Desk at 801-538-3127.

Data Warehouse Training

April 7 Data Warehouse – Payroll; 10:00 – 11:30 a.m.

April 7 Data Warehouse – Payroll; 1:30 – 3:00 p.m.

April 8 Data Warehouse – FINET; 10:00 – 11:30 a.m.

April 8 Data Warehouse – FINET; 1:30 – 3:00 p.m.



FINET Classroom Training

We are not offering FINET classroom training during April. To add your name to the waiting list for Disbursing Lab or Purchasing Lab, call 801-538-3082.

FINET Internet Training

The following computer-based training teaches basic FINET skills and basic procedures associated with each functional area:

Internet Courses: System Navigation, FINET Overview, Employee Reimbursements, Purchasing and Disbursing, Revenues and Receivables, Internal Transactions, and Fixed Assets.

CD-ROM Courses: On-line Inquiries, Grant Accounting, Budget Control, and Inventory Control (contact agency budget and accounting officers to obtain access to the CD-ROM courses).

FINET Help Desk: Call 801-538-9690 to resolve immediate questions.

Reservations



To reserve your spot in any class offered this month, call 801-538-3082.

If you make reservations and find that you cannot attend, please notify us as soon as possible.

To take any course not offered this month, call 801-538-3082 to add your name to our waiting list. We will notify you when the course is scheduled.

Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.

Read descriptions of all our courses at: www.finance.utah.gov/training/courses.htm